

# **C.W. BILL YOUNG MARROW DONOR RECRUITMENT AND RESEARCH PROGRAM**

FINAL TECHNICAL REPORT FOR GRANT N00014-97-1-0199

## **REPORT SUBMITTED BY:**



RD Brown, Director, Donor Services  
C.W. Bill Young Marrow Donor Center

06/11/01

## **OPENING STATEMENT**

Grant N00014-97-1-0199 became effective 01 May 1997. This report will cover activity performed under Grant N00014-97-1-0199 from 01 January 2000 through 30 April 2001. The C.W. Bill Young Marrow Donor Recruitment and Research Program is commonly referred to in documents covering the period of the grant as the "DoD Donor Program," the "Bill Young Marrow Donor Center," and the "Department of Defense Marrow Donor Center". For purposes of brevity, the C.W. Bill Young Marrow Donor Recruitment and Research Program will be referred to as the BYMDC throughout this report.

*The mission of BYMDC is to "recruit and enroll eligible Department of Defense (DoD) members and other eligible personnel into the National Marrow Donor Program @ Registry; support the DoD contingency requirement for unrelated bone marrow donations and tissue typed matched blood platelets; support and contribute to ongoing research in tissue typing techniques and unrelated marrow transplantation efficacy (especially as it relates to donors); and to provide outstanding management services to those members who are selected as potential marrow donors."*

To accomplish its mission, the BYMDC identified three functional areas in which work must be accomplished. These areas are 1) Recruiting Management, 2) Donor Services Management, and 3) Administration. This work is interrelated and its appropriate accomplishment assures success of the BYMDC.

## ADMINISTRATION

### LOCATION:

Office space was rented for the BYMDC at the following location during the period of this report:

May 1997 - Present

5516 Nicholson Lane  
Bldg. A, 3rd. Floor  
Kensington, Maryland 20895

### PERSONNEL:

Throughout the period covered by Navy Grant N00014-97-1-0199 the BYMDC was staffed with both full-time equivalent personnel (FTE's), and occasionally with some part-time personnel (Temp Agency). Positions within the BYMDC continue to be established, as program requirements (growth) have demanded. Positions established and staffed at the date of this report are as follows:

<u>Position</u>	<u>Date Established/Comments</u>	
General Manager	September 1990	FTE
Admin. Asst., Donor Center	May 1991	FTE*
Recruitment Specialist	December 1990	FTE
Recruitment Specialist	December 1990	FTE
Recruitment Specialist	August 1993	FTE **
Data Entry Clerk, Donor Services	December 1990	FTE
Donor Services Admin. Asst.	September 1996	FTE***
Donor Services Admin. Asst.	April 1996	FTE***
Donor Services Coordinator	May 1991	FTE
Donor Services Coordinator	June 1991	FTE
Donor Services Coordinator	August 1993	FTE
Donor Services Coordinator	October 1993	FTE
Donor Services Supervisor	March 1992	FTE
Confirmatory Typing Coordinator	January 1997	FTE***

\* Added four additional AA positions that are currently in place

\*\* Changed to Public Affairs Specialist

\*\*\* Changed to Donor Services Coordinator

Currently there are 11 Donor services Coordinators with 1 senior Administrative Coordinator

Note: The above positions are those that existed throughout the period and at the expiration of the grant.

**FISCAL:**    See Tab A

## RECRUITING MANAGEMENT

### INFORMATION BRIEFINGS AND PUBLIC AWARENESS:

The first step to successful recruiting is awareness of need throughout the public. Awareness of need, combined with sufficient factual information about donor involvement in the unrelated marrow transplant process is essential for an individual to be able to make an informed decision about personal participation.

The BYMDC began conducting briefings and information sessions at military and other Department of Defense (DoD) installations in August 1990. These briefings and information sessions continued throughout the period covered by this grant. This work was accomplished by a representative from the BYMDC who would travel to the installation.

Wherever possible, the existing DoD media (installation newspapers, cable television networks, radio stations and in some cases, e-mail) was used to increase public awareness within the DoD. Other informational materials such as National Marrow Donor Program® approved pamphlets, videos and information sheets, were also distributed among a large number of DoD installations.

### **MARROW DONOR DRIVES**

Marrow donor drives scheduled by the BYMDC from 01 January 2000 through 30 April 2001 resulted in 51,223 persons being recruited into the national Registry. These persons are categorized as follows:

01 January 2000 – 30 April 2001

- |                                 |         |
|---------------------------------|---------|
| 1. Total recruitment Drives:    | 348     |
| • Average Drives Per Month:     | 29      |
| 2. Total Volunteers Registered: | 51,223  |
| • Average Volunteers Per Month: | 4,268.5 |
| 3. DoD Installations Visited    | 348     |

<u>CONUS:</u>	330	<u>EUROPE:</u>	11	<u>ASIA:</u>	7
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#### **Ethnic Categories:**

Total:	51,223	
Caucasian:	35,003	(68.3%)
Minority:	16,220	(31.7%)

Notes: Caucasian count includes Caucasian, other, decline to answer, and unknown categories.  
This is a report of recruiting performance and does not indicate file retention.

Throughout the period covered by the grant, the BYMDC continued to develop and perfect recruiting techniques so that recruiting performance was greatly improved. Much effort was made to provide effective publicity and public education/awareness within the Department of Defense establishment.

The BYMDC Recruiting Management Department was responsible for procurement of medical supplies, shipment of medical supplies to the drive site, and shipment of specimens from the drive site to the laboratory (Naval Medical Research Institute) for processing. This required much administrative effort, coordination of schedules, and expenditure of funds in order to assure that blood specimens arrived at the laboratory for testing in a timely manner.

#### **RECRUITING ACTIVITY LOCATIONS:**

Tab B provides a listing of DoD locations at which recruiting activities occurred during the period of 01 January 2000 through 30 April 2001.

## **DONOR SERVICES MANAGEMENT**

Donor Services management involves all aspects of work which may bring an individual from the point of being a potential donor to actual marrow donation. When donation occurs it is necessary to follow the donor (post-donation), with health checks and other administrative interventions for six months or more.

Donor services management requires intensive interaction between a donor services coordinator and the prospective donor. The work is very labor intensive and is one-on-one. The work involves locating and contacting identified potential donors, providing detailed information and counseling, arranging for and coordinating additional blood testing, physical examination and finally, arranging for and coordinating actual marrow collection.

Tab C provides an outline of the essential functions necessary to perform acceptable donor services management. These functions have evolved and improved throughout the existence of the program.

### **DR REQUESTS (HLA Typing for 5th and 6th antigens):**

During the period of 01 January 2000 through 30 April 2001, approximately 605 patient-directed DR requests were made to the BYMDC.

DRs requested	605
DR Samples Collected	598
DRs resolved	99
DRs transferred out	9

### **HR REQUESTS:**

HRs requested	977
HR Samples Collected	423
HRs Resolved	369
HRs Transferred out	75
HRs Cancelled	18

### **CONFIRMATORY TYPING (CT) REQUESTS:**

The most significant step leading to actual marrow donation is a request that an individual must undergo confirmatory typing. During the period of this report:

CTs Requested	5,016
CT Samples Collected	2,111
CTs Resolved	4,460
CTs Transferred Out	505
CTs Cancelled	558

### MARROW DONATIONS:

During the period covered by this report, 175 marrow donations were completed within the BYMDC program, in addition to nineteen transfers that led to donation and apheresis procedures.

Marrow requests	175
Information Sessions	236
Physical Exams	226
Collections	175
Cancellations	77
Transfers Out	13

### PRIMARY PBSC REQUESTS:

Primary PBSC Requests	41
Information Sessions	1
Physical Examinations	1
Injections Started	1
Collections	2 (TR OUT)
Cancellations	5
Transfers Out	3

### SECONDARY PBSC REQUESTS

Secondary PBSC Requests	14
Information Sessions	7
Physical Exams	7
Injections Started	5
Collections	5
Cancelled	5
Transfers Out	1

### UNSTIMULATED LEUKAPHERESIS:

Unstimulated Leukapheresis Requests	16
Information Sessions	7
Physical Exams	7
Collections	7
Cancellations	2
Transfers Out	4

**TAB A**



# National Marrow Donor Program

DoD Grant: N00014-97-0199

Expenditures and Deposits

Through June 2001

Date	Expenditures	Deposits	Cash Balance
Thru 7-98	\$ 869,095		\$ 231,866
Aug-98	\$ 122,741		\$ 109,125
Sep-98	\$ 64,800		\$ 44,325
Oct-98	\$ 65,587		\$ (21,262)
Nov-98	\$ 41,985		\$ (63,247)
Dec-98	\$ 43,563		\$ (106,810)
Jan-99	\$ 45,913	\$ 379,812	\$ 227,089
Feb-99	\$ 49,458		\$ 177,631
Mar-99	\$ 59,448		\$ 118,183
Apr-99	\$ 77,526		\$ 40,657
May-99	\$ 64,974		\$ (24,317)
Jun-99	\$ 55,946	\$ 317,893	\$ 237,630
Jul-99	\$ 54,783		\$ 182,847
Aug-99	\$ 51,153		\$ 131,694
Sep-99	\$ 54,270		\$ 77,424
Oct-99	\$ 59,332		\$ 18,092
Nov-99	\$ 56,629	\$ 358,650	\$ 320,113
Dec-99	\$ 49,909		\$ 270,204
Jan-00	\$ 84,975		\$ 185,229
Feb-00	\$ 28,003		\$ 157,226
Mar-00	\$ 69,539		\$ 87,687
Apr-00	\$ 35,873		\$ 51,814
May-00	\$ 37,236	\$ 450,000	\$ 464,578
Jun-00	\$ 106,370		\$ 358,208
Jul-00	\$ 44,260		\$ 313,948
Aug-00	\$ 97,479		\$ 216,469
Sep-00	\$ 63,767		\$ 152,702
Oct-00	\$ 70,932		\$ 81,770
Nov-00	\$ 65,946		\$ 15,824
Dec-00	\$ 44,160	\$ 393,213	\$ 364,877
Jan-01	\$ 83,520		\$ 281,357
Feb-01	\$ 62,846		\$ 218,511
Mar-01	\$ 65,024		\$ 153,487
Apr-01	\$ 80,371		\$ 73,116
May-01	\$ 36,612		\$ 36,504
Jun-01	\$ 36,504		\$ (0)
Total	\$ 3,000,529		

# DoD Appropriations And Expenses -- Navy Inception Thru June 30, '01

Account Name	Original Approp.	1998 Approp.	1999 Approp.	2000 Approp.	TOTAL Approp.	Apr. '97 - Sep. '97	Oct. '97 - Sep. '98	Oct. '98 - Sep. '99	Oct. '99 - Sep. '00	Oct. '00 - June '01	Current Balance
Labor with Fringe	\$ 217,561	\$ 224,138	\$ 309,686	\$ 322,075	\$ 1,073,460	\$ 105,200	\$ 268,795	\$ 195,907	\$ 170,118	\$ 178,150	\$ 155,291
Temporary Labor	\$ -	\$ 7,950	\$ 8,348	\$ 8,765	\$ 25,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,063
Travel	\$ 95,600	\$ 150,468	\$ 164,973	\$ 172,921	\$ 583,962	\$ 82,379	\$ 130,791	\$ 98,039	\$ 124,088	\$ 108,904	\$ 39,761
Memberships-Prof. Org.	\$ 100	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
Volunteer Committees	\$ 200	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
Rent	\$ 91,460	\$ 104,908	\$ 148,369	\$ 152,493	\$ 497,230	\$ 41,620	\$ 146,401	\$ 150,735	\$ 153,829	\$ 79,158	\$ (74,512)
Printing	\$ 500	\$ 4,200	\$ 4,360	\$ 9,865	\$ 18,925	\$ 7,514	\$ 7,271	\$ 1,034	\$ 1,865	\$ 898	\$ 343
Copier & Copier Supplies	\$ 500	\$ 600	\$ 630	\$ 700	\$ 2,430	\$ 96	\$ 187	\$ 356	\$ 547	\$ -	\$ 1,244
Copier Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117	\$ -	\$ -	\$ 543	\$ 924	\$ (1,584)
Postage-UPS-Maintenance	\$ 2,700	\$ 7,000	\$ 7,500	\$ 8,000	\$ 25,200	\$ 229	\$ 2,034	\$ 2,838	\$ 3,000	\$ 2,830	\$ 14,269
Overnight Deliveries	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Telephone - Local	\$ 4,300	\$ 6,000	\$ 6,300	\$ 6,615	\$ 23,215	\$ 2,594	\$ 5,844	\$ 13,968	\$ 7,427	\$ 6,332	\$ (12,951)
800 Number Service	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Telephone - Long Distance	\$ 6,000	\$ 12,000	\$ 12,600	\$ 13,230	\$ 43,830	\$ 6,517	\$ 12,864	\$ 13,994	\$ 38,548	\$ 33,058	\$ (61,152)
Electronic Mail	\$ 2,000	\$ 3,710	\$ 3,896	\$ 4,090	\$ 13,696	\$ 944	\$ 3,138	\$ 2,502	\$ 6,400	\$ 4,867	\$ (4,155)
Pagers	\$ 2,000	\$ 2,544	\$ 2,671	\$ 2,805	\$ 10,020	\$ 1,047	\$ 3,490	\$ 3,159	\$ 1,221	\$ 511	\$ 592
Office Supplies	\$ 1,500	\$ 3,816	\$ 4,007	\$ 4,207	\$ 13,530	\$ 3,504	\$ 6,154	\$ 9,091	\$ 2,340	\$ 853	\$ (8,412)
Miscellaneous	\$ 350	\$ 6,360	\$ 6,678	\$ 7,012	\$ 20,400	\$ -	\$ -	\$ -	\$ 2,767	\$ 63	\$ 17,570
Courier Expenses (Nova)	\$ 17,000	\$ 50,000	\$ 57,500	\$ 66,125	\$ 190,625	\$ 46,878	\$ 40,563	\$ 32,420	\$ 12,036	\$ -	\$ 58,728
Office Equipment/Supplies	\$ 350	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350
Recruitment Drive Supplies	\$ 7,000	\$ 30,000	\$ 34,500	\$ 39,675	\$ 111,175	\$ 3,460	\$ 20,179	\$ -	\$ -	\$ -	\$ 87,536
Recruitment Support	\$ -	\$ 12,200	\$ 14,030	\$ 16,135	\$ 42,365	\$ -	\$ 18,773	\$ 38,110	\$ 104,288	\$ 52,774	\$ (171,580)
Recruitment Printing	\$ -	\$ 9,000	\$ 10,350	\$ 11,903	\$ 31,253	\$ -	\$ 14,714	\$ 17,421	\$ -	\$ -	\$ (882)
Workup Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MLC Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lab Tests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Phlebotomy Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Equipment	\$ -	\$ 6,000	\$ 6,900	\$ 7,935	\$ 20,835	\$ -	\$ 2,220	\$ 3,493	\$ -	\$ -	\$ 15,122
Computer Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 454,121	\$ 640,894	\$ 803,298	\$ 854,551	\$ 2,752,864	\$ 302,099	\$ 683,418	\$ 583,067	\$ 629,017	\$ 469,321	\$ 85,942
Indirect Overhead	\$ -	\$ 74,255	\$ 84,025	\$ 89,386	\$ 247,666	\$ -	\$ 71,125	\$ 81,537	\$ 104,353	\$ 76,593	\$ (85,942)
Total Costs	\$ 454,121	\$ 715,149	\$ 887,323	\$ 943,937	\$ 3,000,530	\$ 302,099	\$ 754,543	\$ 664,604	\$ 733,370	\$ 545,914	\$ (0)

**TAB B**

DATE OF DRIVE	DRIVE LOCATION	VOL REGISTERED
		434
07-Jan-00	Fort Story VA	67
10-Jan-00	Helicopter Squadron, Norfolk VA	194
11-Jan-00	DESRON 18, Norfolk VA	133
12-Jan-00	USS THORN, Norfolk VA	51
13-Jan-00	DFAS, Kansas City MO	226
24-Jan-00	Langley AFB WA	87
26-Jan-00	Joint Warfare Command, Norfolk VA	236
27-Jan-00	Fort Eustis, Norfolk VA	83
28-Jan-00	Fleet Technical Support Center, Norfolk VA	73
01-Feb-00	Dover AFB DE	51
02-Feb-00	Fort Hood TX	127
02-Feb-00	Dover AFB DE	66
03-Feb-00	Twentynine Palms CA	5
03-Feb-00	Madigan AFB WA	16
03-Feb-00	Fort Bragg NC	80
06-Feb-00	177th MP Brigade MI	16
08-Feb-00	Fort Bragg NC	122
09-Feb-00	Elmendorf AFB AK	29
09-Feb-00	Naval Medical Clinic, Pearl Harbor HI	300
10-Feb-00	Seymour Johnson AFB NC	9
10-Feb-00	Army Conference, VA	210
13-Feb-00	Prince Sultan AFB Saudi Arabia	15
15-Feb-00	Fort Hood TX	11
15-Feb-00	Fort Bragg NC	70
16-Feb-00	Patrick AFB FL	69
16-Feb-00	Portsmouth VA	137
16-Feb-00	Aberdeen Proving Grounds MD	241
16-Feb-00	USCG NC	15
17-Feb-00	Fort Bragg NC	7
22-Feb-00	Fort Bragg NC	6
22-Feb-00	Fort Lewis WA	65
23-Feb-00	VAW-78, Norfolk VA	58
23-Feb-00	Naval Weapons Station, Yorktown VA	49
23-Feb-00	Makalapa Branch Medical Clinic, HI	948
23-Feb-00	MCB, Quantico VA	16
25-Feb-00	Fort Bragg NC	17
25-Feb-00	Walter Reed AMC, Washington DC	41
28-Feb-00	Makalapa Clinic HI	74
28-Feb-00	Los Angeles AFB CA	95
28-Feb-00	Italy	74
29-Feb-00	Patrick AFB FL	31
29-Feb-00	Fort Bragg NC	

DATE OF DRIVE	DRIVE LOCATION	VOL REGISTERED
01-Mar-00	Camp Pendleton CA	2221
02-Mar-00	Wright Patterson AFB OH	9
05-Mar-00	Duke Field DL	44
06-Mar-00	EOD School, Eglin AFB FL	219
06-Mar-00	Eglin AFB FL	373
14-Mar-00	Ellsworth AFB SD	258
16-Mar-00	Whidbey Island WA	160
17-Mar-00	NH Bremerton WA	116
21-Mar-00	Aberdeen Proving Grounds MD	85
22-Mar-00	MCAS, Yuma AZ	625
24-Mar-00	NSGA Sugargrove WV	52
28-Mar-00	VAW-120, Norfolk VA	885
29-Mar-00	NAS Oceana VA	700
29-Mar-00	USS THEODORE ROOSEVELT, Norfolk VA	223
30-Mar-00	Henderson Hall, VA	300
01-Apr-00	Saint Matthews, Norfolk VA	271
03-Apr-00	SHAPE Belgium	783
03-Apr-00	Conference VA	16
04-Apr-00	Robbins AFB GA	269
04-Apr-00	USS NIMITZ, Norfolk VA	484
05-Apr-00	Twentynine Palms CA	24
05-Apr-00	USS HARRY S. TRUMAN, Norfolk VA	207
06-Apr-00	NH Portsmouth VA	269
06-Apr-00	Damneck VA	370
07-Apr-00	USS ENTERPRISE, Norfolk VA	1075
13-Apr-00	USUHS, Bethesda MD	180
19-Apr-00	American Red Cross, Norfolk VA	15
20-Apr-00	Point Mugu CA	437
24-Apr-00	Spain	430
25-Apr-00	Norfolk VA	137
25-Apr-00	Tripler AMC HI	121
26-Apr-00	Schofield Barracks HI	127
27-Apr-00	Kaneohe Bay HI	164
27-Apr-00	USS MCINERNEY, Charleston SC	132
29-Apr-00	81st RSC, Birmingham AL	30
30-Apr-00	81 <sup>st</sup> RSC, Birmingham-AL	30

DATE OF DRIVE	DRIVE LOCATION	VOL REGISTERED
01-May-00	Sheppard AFB TX	396
02-May-00	Fort Bragg NC	16
03-May-00	Fort Bragg NC	6
03-May-00	Fort Hood TX	1
04-May-00	Twentynine Palms CA	10
04-May-00	CINCLANTFLT, Norfolk VA	273
05-May-00	Wright Patterson AFB OH	9
07-May-00	National Guard, Hancock Field NY	25
08-May-00	Fort Bragg NC	16
08-May-00	Wright Patterson AFB OH	5
08-May-00	Naples, Italy	420
09-May-00	Pensacola FL	324
09-May-00	Naval Shipyard, Norfolk VA	226
10-May-00	Fort Bragg NC	16
10-May-00	Pensacola FL	306
10-May-00	Fort Hood TX	4
15-May-00	NSA, Fort Meade MD	67
15-May-00	Integrated Support Center, Norfolk VA	20
16-May-00	Fort Bragg NC	29
16-May-00	Fort Hood TX	3
17-May-00	Fort Bragg NC	8
17-May-00	Office of Naval Intelligence, Washington DC	52
18-May-00	Fort Bragg NC	16
18-May-00	Peterson AFB CO	113
23-May-00	Redstone Arsenal AL	142
23-May-00	Saudi Arabia	157
24-May-00	Davis Montham AFB AZ	650
24-May-00	Fort Hood TX	33
24-May-00	Fort Bragg NC	23
25-May-00	MCAS, Miramar CA	84
25-May-00	NAS, Patuxent River MD	212
26-May-00	U. S. Air Force Academy CO	661
30-May-00	Pearl Harbor HI	40
31-May-00	Fort Hood TX	3
31-May-00	Turkey	56

DATE OF DRIVE	DRIVE LOCATION	VOLREGISTERED
03-Jun-00	Army National Guard RI	131
03-Jun-00	March AFB CA	25
06-Jun-00	Fort Bragg NC	28
08-Jun-00	USS CARL VINSON, Bremerton WA	82
13-Jun-00	Fort Lewis WA	13
13-Jun-00	Tinker AFB OK	45
14-Jun-00	USS LASALLE, La Madallena Italy	198
14-Jun-00	Fort Hood TX	2
14-Jun-00	Fort Bragg NC	46
20-Jun-00	Umatella Army Chemical Depot, OR	12
20-Jun-00	Wright Patterson AFB OH	16
21-Jun-00	Fort Hood TX	4
21-Jun-00	Wright Patterson AFB OH	12
21-Jun-00	Fort McPherson GA	44
21-Jun-00	Army Depot, Tobyhanna PA	100
22-Jun-00	USS WASP (Inport - France)	866
23-Jun-00	Fort Lewis WA	11
26-Jun-00	Fort Bragg NC	24
27-Jun-00	Charleston AFB SC	332
28-Jun-00	Naval Hospital Corps School, Great Lakes IL	338
28-Jun-00	Fort Hood TX	9
28-Jun-00	Fort Bragg NC	6
29-Jun-00	Fort Bragg NC	8

DATE OF DRIVE	DRIVE LOCATION	VOL REGISTERED
03-Jul-00	Naval Sub Base, Groton CT	259
04-Jul-00	Naval Station, Newport RI	89
05-Jul-00	Fort Bragg NC	15
06-Jul-00	Fort Bragg NC	8
06-Jul-00	Twentynine Palms CA	10
06-Jul-00	Air National Guard, Belle Chase Field LA	80
08-Jul-00	Naval Reserve Center, New Orleans LA	198
10-Jul-00	Fort Bragg NC	16
10-Jul-00	Fort Hood TX	1
10-Jul-00	Fort Bragg NC	8
11-Jul-00	Naval Hospital, Okinawa Japan	1
12-Jul-00	Scott AFB IL	353
12-Jul-00	ROTC, Fort Lewis WA	129
13-Jul-00	Naval Shipyard, Norfolk VA	149
13-Jul-00	Fort Bragg NC	16
16-Jul-00	NCHB-10, Cheatham CA	63
16-Jul-00	Nellis AFB NV	174
17-Jul-00	Sigonella, Italy	406
18-Jul-00	Canon AFB NM	109
18-Jul-00	Fort Bragg NC	16
19-Jul-00	Keesler AFB MS	173
19-Jul-00	ROTC, Fort Lewis WA	122
20-Jul-00	Fort Bragg NC	16
20-Jul-00	Fort Hood TX	14
20-Jul-00	Holloman AFB NM	32
22-Jul-00	Naval Reserve Center, Kansas City MO	133
26-Jul-00	ROTC, Fort Lewis WA	104
27-Jul-00	Fort Bragg NC	16
27-Jul-00	Fort Hood TX	2



DRIVE DATE	DRIVE LOCATION	VOL REGISTERED
02-Aug-00	ROTC, Fort Lewis WA	235
02-Aug-00	Edwards AFB CA	73
03-Aug-00	Fort Bragg NC	8
03-Aug-00	Twentynine Palms CA	17
03-Aug-00	Fort Hood TX	4
04-Aug-00	Fort Bragg NC	16
05-Aug-00	Naval Reserve Center, Kansas	34
06-Aug-00	772nd MP Company, MA	101
07-Aug-00	Fort Hood TX	1
07-Aug-00	Fort Bragg NC	8
09-Aug-00	ROTC, Fort Lewis WA	102
14-Aug-00	Fort Bragg NC	24
14-Aug-00	Fort Hood TX	1
15-Aug-00	Camp Pendleton CA	45
15-Aug-00	USS BENFOLD, San Diego CA	150
16-Aug-00	Fort Bragg NC	24
17-Aug-00	Naval School of Health Sciences, San Diego CA	268
22-Aug-00	Fort Bragg NC	24
22-Aug-00	Naval Shipyard, Portsmouth NH	27
23-Aug-00	Fort Bragg NC	16
23-Aug-00	USS ABRAHAM LINCOLN, Bremerton WA	1146
31-Aug-00	TACOM, Detroit MI	343
31-Aug-00	Fort Hood TX	3

DRIVE DATE	DRIVE LOCATION	VOL REGISTERED
01-Sep-00	Fort Bragg NC	16
05-Sep-00	USS HARRY S. TRUMAN, Norfolk VA	97
05-Sep-00	Puget Sound WA	96
06-Sep-00	Sheppard AFB TX	497
07-Sep-00	USS ASHLAND, Norfolk VA	294
07-Sep-00	Bangor Sub Base WA	106
08-Sep-00	USS AUSTIN, Norfolk VA	197
08-Sep-00	Naval Support Activity, Souda Bay Greece	46
12-Sep-00	Fort Bragg NC	38
12-Sep-00	Twentynine Palms CA	18
13-Sep-00	Naval Hospital Corps School, Great Lakes IL	442
19-Sep-00	Fort Bragg NC	24
20-Sep-00	Mountain Home AFB ID	206
21-Sep-00	Fort Hood TX	2
25-Sep-00	Fort Bragg NC	48
26-Sep-00	Fort Hood TX	29
27-Sep-00	Fort Bragg NC	134
27-Sep-00	Shaw AFB SC	166
28-Sep-00	Walter Reed AMC, Washington DC	14
28-Sep-00	Fort Jackson SC	73
29-Sep-00	Fort Drum NY	59
29-Sep-00	Fort Jackson SC	156
02-Oct-00	USS CARL VINSON, Bremerton WA	143
06-Oct-00	US Coast Guard, Wilmington VA	60
10-Oct-00	Fort Bragg NC	32
12-Oct-00	Offutt AFB NE	159
12-Oct-00	Luke AFB AZ	236
14-Oct-00	105th Medical Squadron, Air National Guard NY	164
16-Oct-00	Fort Bragg NC	29
16-Oct-00	Buckley Air National Guard CO	136
17-Oct-00	Fort Bragg NC	42
17-Oct-00	DFAS, Denver CO	105
21-Oct-00	Charleston SC	80
25-Oct-00	Robins AFB GA	144
28-Oct-00	Seymour Johnson AFB NC	81
30-Oct-00	Fort Bragg NC	46
30-Oct-00	Fort Hood TX	1

DRIVE DATE	DRIVE LOCATION	VOL REGISTERED
01-Nov-00	Vandenberg AFB CA	52
04-Nov-00	Fitzsimmons AMC CO	71
06-Nov-00	Pearl Harbor HI	22
07-Nov-00	Fort Bragg NC	24
09-Nov-00	USS DEYO, Norfolk VA	66
13-Nov-00	F. E. Warren AFB WY	213
14-Nov-00	Naval Base, Great Lakes IL	406
15-Nov-00	USS SAIPAN (Inport - Italy)	310
15-Nov-00	USS EMORY LAND (Inport - Italy)	284
15-Nov-00	Naval Sub Base Groton CT	315
16-Nov-00	USS DEYO, Norfolk VA	48
16-Nov-00	Naval Sub Base, Groton CT	347
18-Nov-00	Air National Guard MN	94
19-Nov-00	Air National Guard MN	70
20-Nov-00	Aviano Air Base Italy	503
21-Nov-00	Aviano Air Base Italy	350
21-Nov-00	Fort Bragg NC	60
21-Nov-00	Hill AFB UT	131
21-Nov-00	Fort Hood TX	19
28-Nov-00	Fort Campbell KY	401
29-Nov-00	NAS, Mayport FL	70
30-Nov-00	Yokota Japan	152
01-Dec-00	Fort Belvoir VA	110
06-Dec-00	Naval Hospital Corps School, Great Lakes IL	350
07-Dec-00	U. S. Naval Academy, Annapolis MD	230
07-Dec-00	Twentynine Palms CA	25
08-Dec-00	U. S. Naval Academy Annapolis MD	131
11-Dec-00	DoD Conference, Pentagon DC	52
12-Dec-00	DoD Conference, Pentagon DC	84
13-Dec-00	DoD Conference, Pentagon DC	74
13-Dec-00	Okinawa Japan	58
14-Dec-00	DoD Conference, Pentagon DC	93
15-Dec-00	DoD Conference, Pentagon DC	32
17-Dec-00	Ohio National Guard	69
19-Dec-00	Fort Bragg NC	60
27-Dec-00	Fort Hood TX	2
28-Dec-00	Fort Bragg NC	40

DRIVE DATE	DRIVE LOCATION	VOL REGISTERED
03-Jan-01	Fort Hood TX	9
04-Jan-01	NH Twentynine Palms CA	52
05-Jan-01	Fort Bragg NC	36
06-Jan-01	Naval reserve Center IL	34
07-Jan-01	Ohio National Guard	26
08-Jan-01	Beale AFB CA	97
11-Jan-01	Patrick AFB FL	98
12-Jan-01	Fort Bragg NC	27
16-Jan-01	Fort Bragg NC	37
17-Jan-01	Pensacola FL	275
18-Jan-01	pensacola FL	265
22-Jan-01	Fort Bragg NC	30
22-Jan-01	Turkey	97
22-Jan-01	Fort Hood TX	11
23-Jan-01	Great lakes IL	368
23-Jan-01	Hawaii	3
24-Jan-01	Great lakes IL	280
25-Jan-01	Army national Guard Bureau VA	56
26-Jan-01	Hawaii	1
30-Jan-01	4 <sup>th</sup> PSB, Fort Carson CO	79
31-Jan-01	4 <sup>th</sup> PSB, Fort Carson CO	91
02-Feb-01	Michigan Army National Guard	91
03-Feb-01	Fort Bragg NC	29
05-Feb-01	USS NASSAU Norfolk VA	1001
06-Feb-01	NNMC Bethesda MD	321
06-Feb-01	"L" Troop, 3 <sup>rd</sup> Squadron, Fort Polk LA	257
07-Feb-01	Fort Hood TX	95
07-Feb-01	"L" Troop, 3 <sup>rd</sup> Squadron, Fort Polk LA	301
07-Feb-01	USS PORTLAND Norfolk VA	252
08-Feb-01	USS NASHVILLE Norfolk VA	317
11-Feb-01	122 <sup>nd</sup> Fighter Wing, Fort Wayne IN	145
13-Feb-01	Elmendorf AFB AK	54
14-Feb-01	Elmendorf AFB ARK	66
14-Feb-01	Fort Richardson AK	175
14-Feb-01	NAB Little Creek VA	298
15-Feb-01	Fort Bragg NC	24
18-Feb-01	Rock island IL	13
21-Feb-01	MEPCOM North Chicago IL	69
22-Feb-01	Fort Bragg NC	33
26-Feb-01	Squadron Officer College, Maxwell AFB AL	110
27-Feb-01	Brooks AMC TX	88
28-Feb-01	Little Rock AR	112
28-Feb-01	USS THEODORE ROOSEVELT Norfolk VA	141

DRIVE DATE	DRIVE LOCATION	VOL REGISTERED
01-Mar-01	Fort Hood TX	7
05-Mar-01	Langley AFB VA	71
06-Mar-01	Fort Bragg NC	29
07-Mar-01	MAGTFTC Twentynine Palms Ca	612
08-Mar-01	MAGTFTC Twentynine Palms CA	321
14-Mar-01	Maxwell AFB AL	69
15-Mar-01	Moody AFB GA	88
15-Mar-01	Command/general Staff College, Ft Leavenworth KS	540
16-Mar-01	Fort McPherson GA	138
19-Mar-01	Fort Hood TX	15
20-Mar-01	Fort Sam Houston TX	90
21-Mar-01	Fort Hood TX	59
21-Mar-01	17 <sup>th</sup> Training Wing, Goodfellow AFB TX	341
21-Mar-01	NNMC Bethesda MD	13
24-Mar-01	NAS GA	105
24-Mar-01	Fort Sam Houston TX	99
25-Mar-01	Maxwell AFB AL	59
26-Mar-01	Fort Hood TX	9
27-Mar-01	VF-101, NAS Oceana VA	110
28-Mar-01	82 <sup>nd</sup> Training Wing, Sheppard AFB TX	1312
29-Mar-01	SIMA Norfolk VA 116	116
30-Mar-01	Fort Bragg NC	31

DRIVE DATE	DRIVE LOCATION	VOL REGISTERED
03-Apr-01	Naval Sub Base Bangor ME	131
05-Apr-01	75 <sup>th</sup> Medical Group, Hill AFB	96
06-Apr-01	75 <sup>th</sup> Medical Group, Hill AFB	180
09-Apr-01	341 <sup>st</sup> Mainenance Squadron, Malsstrom AFB MT	155
11-Apr-01	Fort Hood TX	10
11-Apr-01	Fort Bragg NC	40
12-Apr-01	NH Iemoore CA	109
12-Apr-01	Fort Bragg NC	32
15-Apr-01	Schofield Barracks HI	184
16-Apr-01	NTC Great Lakes IL	418
16-APR-01	Naval Hospital Corps school, Great lakes IL	346
19-Apr-01	NNMC Bethesda MD	18
19-Apr-01	Fort Bragg NC	40
20-Apr-01	325 <sup>th</sup> Medical Group, Tyndall AFB FL	204
20-Apr-01	Fort Hood TX	11
24-Apr-01	Fort Hood TX	6
25-Apr-01	CNAVPERS Millington TN	136
26-Apr-01	Fort Bragg NC	48
26-Apr-01	NATTC Pensacola FL	193
27-Apr-01	NATTC Pensacola FL	215

**TAB C**

# **Bill Young (DoD) Marrow Donor Program**

## **Donor Workup Process**



## BYMDC Donor Workup Process

Date: August 1997

1. Each morning the Donor Services Administrative Assistant (AA) receives transactions via STARLink® from the NMDP® registry. Each evening the AA sends transactions to the registry via STARLink® (refer to STARLink® training manual).

### 2. FOR NEW DR REQUESTS:

*Access DR request screen:*

- The request is taken to the NMRI DR typing lab where the sample is pulled for HLA-DR typing. If there are sufficient cells to complete the typing, the results are sent via STARLink® to NMDP®. If insufficient cells exist to perform HLA-DR typing, the lab notifies the donor center that an additional specimen needs to be drawn.
- The AA requests the donor consent form from the Data Entry clerk (DE). The form is copied and sent to the donor center.
- The donor is contacted via phone and/or mail, donor interest is assessed, and an appointment date is scheduled for the sample to be drawn at the nearest DoD medical treatment facility.
- A DR testing kit is sent to the third party lab where the sample will be drawn. The sample is sent to the NMRI DR typing lab and the results are forwarded via STARLink®.
- On the day of the draw, the AA schedules FedEx® pickup of the specimen (refer to FedEx® section). The same day or the following day, FedEx® is called to verify package pickup.

### 3. FOR INCOMING DR TRANSFERS:

- Receive request from civilian donor center for DR transfer. The donor has been contacted by the transferring DC, interest assessed, and he/she qualifies for the DoD Marrow Donor Program.
- The civilian DC faxes the donor demographic information to the BYMDC and initiates the transfer in STARLink®.
- The donor is contacted and an appointment (Monday - Wednesday) is scheduled with the nearest DoD medical treatment facility.

- A DR testing kit is sent to the treatment facility, including DoD demographic consent and DR stage testing consent forms for the donor to complete and be returned with the specimen to the NMRI DR typing lab. The NMRI DR typing lab is notified of transfer and specimen collection and arrival dates.
- The AA accepts transfer and enters the appointment date via STARLink®. On the collection date, the AA schedules FedEx® pickup of the specimen (refer to FedEx® section) and tracks kit activity one day post appointment.
- The NMRI DR typing lab reports results to NMDP®.

#### 4. FOR HR REQUESTS:

*Access the HR request screen:*

- AA confirms new requests (refer to STARLink® training manual) and records local and/or national ID number. The ID numbers are sent to the DE and consent forms are copied and returned to AA.
- AA creates a file for each consent form/new request. Information on the file contains the following: national ID #, donor ID #, request date, recommended draw date (if applicable), patient ID #, patient's sex, disease, age, Transplant Center (TC) #, Search Coordinator (SC) #, and Donor Services Coordinator (DSC) initials.
- AA assigns the chart to a DSC on a rotating schedule and designates the chart to the DSC's satellite (donor folder tab 2) in STARLink®.
- AA accesses TransUnion® software and traces or retraces each request. AA sends a CT contact letter to the most current address from the search and places a copy in the chart.
- AA places the TC's draw instruction sheet in the donor chart and gives the chart to designated DSC for contact.

#### 5. FOR CT REQUESTS

*Access CT request screen:*

- AA follows same procedures as above
- AA distributes CT request charts to designated DSCs for contact and screening of donor eligibility to proceed with CT stage testing.

## 6. FOR INCOMING HR AND CT TRANSFERS:

- AA creates a chart with donor information, assigns the chart to the DSC and designates the satellite.
- DSC accepts the transfer in STARLink® once donor contact is made and interest assessed.

## 7. FOR RELEASED REQUESTS BOTH HR AND CT:

- AA accesses HR and CT request screens to look for donors with a "Contact Donor" status. Via STARLink® the AA accesses file to note release code and confirm donor contacted (refer to STARLink® training manual).
- AA pulls the donor record from the Awaiting Resolution file cabinet, notes release status on outside of the chart, sends the designated release letter to the donor, and files the chart by national ID #.

## 8. CT CONTACTING

- DSC contacts donors starting with urgent requests and oldest pending requests. The standard for contacting donors and scheduling appointments ("statusing") is 75% of donors within 15 days and 95% of donors within 30 days.
- In progressing order the DSC will try the following: 1)check date and demographics on consent form against TransUnion® trace report for best home and work phone numbers; 2)if consent form phone number is incorrect, try trace phone number; 3)try work phone numbers; 4)if donor is no longer at that workplace, ask coworkers for forwarding information; 5)call emergency contact, using "411" as necessary; 6)try military locator services and/or Internet searches; 7)try DoD Manpower via E-mail and request unit identification code (UIC) to track donor unit and location; 8)send certified letter to most recent address from TransUnion® search; 9)if certified letter is signed for but still unable to contact donor, seek assistance from donor's commanding officer explaining that this involves a medically urgent situation; 10)if all attempts are unsuccessful, the donor should be reported as temporarily unavailable (TU) or unable to contact (UC) depending on the information the DSC has (with approval from the Donor Services supervisor or the Donor Center manager).

## 9. SCHEDULING CTs:

- Once the donor has been contacted and interest assessed, the DSC explains CT request stage to include: explanation of the test, odds of matching, workup process, and marrow collection procedure.

- The DSC performs a health history to assess eligibility/anesthesia risk. Any questions or concerns that arise may be addressed with the Associate Medical Director (AMD). DSC should obtain from donor a copy of any medical records for procedures or conditions which may potentially disqualify the donor. (These records are for the AMD's review).
- The Donor Services Supervisor (DSS) must review and sign off on all medical histories.
- The DSC schedules an appointment with the DoD medical treatment facility lab nearest the donor. The appointment is confirmed by the DSC with the lab point of contact (POC). The DSC enters the appointment date/status date in STARLink®.
- The AA and/or the DSC is responsible for writing the appointment in the FedEx® book as well as fabricating a CT package with two kits to be sent to the lab POC. A consent form and educational materials are sent to the donor's residence via FedEx® 2-day delivery. The donor will read, sign, and have their commanding officer (CO), if applicable, sign and return the consent form in an enclosed self-addressed stamped envelope.
- The donor file is placed in the active donor-CT requests/scheduled section of the filing cabinet.
- On the day of specimen collection, the AA schedules FedEx® pickup of all samples being collected that day. A confirmation number is assigned to each sample and the AA records that number on each CT worksheet. Each file is returned to the filing cabinet section "CTs drawn/consents pending".
- The morning after the draw date, the AA tracks activity of kits via FedEx® Powership, enters the airway bill number, informs designated DSC of no activity showing or donor missed appointment.
- Once a donor is statused by NMDP®, the AA follows the procedures outlined in number 7 above. The chart is then filed by national ID number in the filing cabinet.
- NOTE: Anytime a file is removed from a drawer, a "file out" marker must be substituted with the date, ID #, and initials of the person pulling the file.

#### 10. TRANSFER DONOR:

- If a donor is no longer in the military, transfer to a civilian donor center. A DSC

will call the civilian DC nearest the donor and advise them of the transfer.

- All of the donor's information (consent form, STARLink® demographic sheet, HLA type) is faxed to the accepting DC. The fax serves as the hard copy for the new DC.
- Transfer is initiated in STARLink®. Once the transfer has been accepted, the transfer date and the new transfer center # are written on the outside of the chart. The chart is then filed by national ID # in the filing cabinet.

#### 11. DONOR NOT INTERESTED (NI) :

- DSC determines from donor that he/she is no longer interested in continuing participation with the BYMDC or NMDP®. NI is entered into STARLink® and noted on donor file. The DSS must sign off on all NIs. Chart is filed by national ID #.

#### 12. DONOR TEMPORARILY UNAVAILABLE (TU):

- Contact with donor or emergency contact is made but the donor is unavailable for a specified period of time. A donor is statused as TU when he/she satisfies one of the following conditions: deployed overseas, on assignment in the field, having a medical condition that is a temporary deferral, or wishes to be made TU due to an inopportune time.
- Donor is reported as TU via STARLink® with next availability date. Reason for TU status and donor availability date are noted on chart. DSS must sign off on all TUs. Chart is filed by national ID # in the filing cabinet.

#### 13. UNABLE TO CONTACT DONOR (UC):

- The donor is removed from the registry when all attempts at contacting the donor have failed. The chart is reviewed by DSS and verified prior statusing the donor as UC. This information is sent via STARLink®, noted on the chart, and filed away by national ID #.

#### 14. INFECTIOUS DISEASE MARKER TEST RESULTS (IDM):

- IDM results are received from LabCorp™ via electronic printer every other day. The AA separates the CT and WU lab results and matches national ID #s with donor charts and pulls appropriate files.
- The AA merges CT lab results with the corresponding donor chart and completes a Form 24 within one week of receipt using LabCorp™ sheet and medical history

form. The DSS reviews Form 24s for accuracy and copies are sent to the NMDP® registry, SCU, TC coordinator, and donor chart. The lab report is also filed in the donor chart. The chart is returned to the "awaiting resolution" section of the filing cabinet. All abnormal lab results must be reported to the DSS for further review. Form 24s are mailed out on a weekly basis.

#### 15. DONOR REQUEST FOR WORKUP (WU):

- Search Coordinator (SC) faxes, MCI's, and/or calls the BYMDC about a new WU request. The chart is pulled and given to the DSS for assignment to a DSC.
- DSC assembles chart for donor which contains the following sections: 1)Workup information; 2)CT demographics; 3)Lab reports; 4)NMDP® forms; 5)Communication; 6)Billing; 7)Miscellaneous; and 8)Follow up.
- Assigned DSC contacts the donor (same process as at the CT stage, if necessary) and informs him/her of request for marrow. Educational materials (video tape, transplant information articles, vitamins, and iron supplements) are sent to the donor.
- If donor wishes to proceed, the DSC schedules an information session. A proposed collection date is preliminarily discussed.
- During the information session, the pre-physical blood work is scheduled along with any other samples (i.e. pre-collection samples, research samples, and repeat IDMs). Throughout the information session the DSC must keep progressive notes which are filed in the communication section of the chart. NOTE: Progressive communication abbreviated notes (throughout the CT and WU stages) should be listed in the history and notes section of STARLink®.
- DSC sends the BYMDC memo and DoD directive to the donor's commanding officer for approval and signature.
- The DSC and donor agree on harvest date (per SCU request). The DSS books the operating room date and time with the Georgetown University Medical Center Patient Coordinator (GUMC). The physical exam date is based on date of harvest and scheduled with GUMC accordingly.
- The DSS enters donor/harvest information in computer calendar and gives it to the DSCs. The DSS enters courier information in a shared directory when the info is available for use by DSCs. Both schedules are updated regularly by the DSS.
- Per TC request, the DSC calculates cell dose for harvest and faxes marrow prescription verification form to the collection center (CC) physician for

verification.

- Once the CC physician signs the form and returns it to the DSC, the form is sent to the SCU for TC approval. This form also has information about autologous blood which may need to be collected and stored.
- DSC works with Northwest Business Travel to schedule physical exam (PE) flight. Tickets are mailed directly to donor along with expense report to submit for reimbursement of expenditures. Flight itinerary is faxed to DSC. DSC makes hotel reservation at Georgetown University Leavey Center and confirmation number is documented in donor chart.

#### 16. PHYSICAL EXAM AT GUMC:

- The DSC must arrange several appointments for the day of the PE. They are as follows: third party PE, bone marrow transplantation consultation, anesthesia appointment, and autologous unit draw (if needed, if urgent WU, or if donating within 42 days of collection). Appointments must be scheduled so they are conducive to the GUMC Donor Services Liaison's schedule.
- The DSC enters all appointment dates in STARLink® and on the workup checklist.
- The DSC calls or faxes donor with appointment itinerary and directions to the Leavey Center. This information is also forwarded to the GUMC Liaison.
- The DSC copies donor's file and sends it to the GUMC liaison prior to the PE appointment. The liaison takes care of entering the donor in the GUMC hospital information system.

#### 17. THIRD PARTY PHYSICAL EXAM:

- The GUMC liaison meets the donor in the lobby of the Leavey Center fifteen minutes before the first appointment. The PE is on the 6<sup>th</sup> floor of the Pasquillera Health Center (PHC) Building - Internal Medicine. Most appointments are scheduled for 9:00 am.
- The Patient Registration Form must be submitted at the registration desk. The donor is then to sign the form that is printed out by the clerk indicating the DoD will cover the insurance. The liaison then takes the form the donor just signed, along with the medical/physical exam forms, and signs the donor in at the internal medicine appointment desk.
- While the donor is waiting to be seen for the medical exam, the liaison can go over

the GUMC and BYMDC consent forms. Allow the donor time to read each form before signing. The liaison is to sign as the witness. This is also a time to have the donor fill out the beneficiary form. The donor is given copies of the consent forms.

- When the donor is done with the exam, he/she should have a copy of the completed medical exam report, the handwritten history and physical, the EKG, the chest x-ray request form, and the blood work request form.
- The liaison should then check the donor out at the registration desk and obtain the pink carbon copy which indicates the Medical Record Number (MRN).

#### 18. CHEST X-RAY AND BLOOD WORK (PT/PTT):

- There are no scheduled appointments for the chest x-ray and blood work; therefore, these two procedures are done when time allows. The best time is usually between the physical exam and the anesthesia consult.
- The liaison must register the donor at both the chest x-ray and blood lab. There is a form to be filled out by the liaison for the lab.
- The hard copy of the chest x-ray is expected to be done within 48 hours. It is the responsibility of the liaison to obtain these results by the Hospital Information System or by requesting a copy from Radiology.
- The GUMC Patient Coordinator is responsible for obtaining the results of the PT/PTT. If repeat blood work is requested by a DSC, the liaison must obtain these results, fax a copy to the DSC, and place a copy in the packet for the Form 43 review. The blood work is usually completed within 24 hours.

#### 19. ANESTHESIA CONSULT - 2<sup>ND</sup> APPOINTMENT

- The liaison is to hand the donor's chart to the nurse in anesthesia. The nurse will meet with the donor to discuss and answer any questions regarding anesthesia. The nurse will complete an Anesthesia Report for the donor. The liaison must make a copy of the report and include this in the chart.

#### 20. BMT CONSULT - 3<sup>RD</sup> APPOINTMENT

- The BMT Consult is with Kathleen Griffith, C.N.P., in the Bone Marrow Department. Ms. Griffith reviews the chart and meets with the donor.
- After the consult, the liaison will receive an Unrelated Donor Consultation Report completed and signed by Ms. Griffith. This is to be included in the chart.



## 21. AUTOLOGOUS UNIT - FINAL APPOINTMENT

- The donor will first meet with the nurse in the ARC Blood Bank and complete a health screening. The donor will then give a unit of autologous blood.
- The liaison will receive a form with the autologous unit number. This form is to be placed in the chart. A copy of this information is given to the DSC.
- After the final appointment, the liaison will make sure the donor receives copies of the GUMC and BYMDC consent forms. The donor will also receive other material to read at a later date including insurance information, a Do's and Don't list, and answers to some commonly asked questions on what to expect after the donation.

## AUTOLOGOUS UNIT AT FACILITY OTHER THAN GUMC:

- DSC calls ARC/Special Collections or base hospital nearest the donor. A Special Collection form is obtained and given to the Associate Medical Director for signature. The signed form is returned to ARC or hospital. The donor is contacted and appointment made. Appointment date is entered into STARLink® and donor chart. Billing information is confirmed.
- After scheduled appointment time, DSC confirms with donor that unit was drawn. DSC also obtains shipment dates, arrival times and unit numbers from ARC/hospital.
- DSC completes Auto Unit Memo and faxes to GUMC BMT patient coordinator with workup packet.
- DSC calls GUMC Blood Bank to confirm arrival of auto unit at least two days prior to harvest.

## 22. FORM 43:

- A Form 43 must be filled out and brought to the GUMC Bone Marrow Department within 48 hours of the physical exam. The form must have with it the following items for review: handwritten history and physical, PE lab results, Medical Exam Report, copy of the EKG, chest x-ray report, BMT consult report, CT health history, CT IDMs, and a form 24.
- The Form 43 along with all of the items for review are forwarded to the GUMC patient coordinator who will ensure that everything is signed by the BMT Associate Medical Director within 24 hours.

- Once the form is signed, the paperwork is faxed back, along with the chest x-ray report and any pending blood work, to the BYMDC DSC. The turnaround time from the day of the PE until the Form 43 is completed and faxed back should be 72 hours.
- The DSC puts all information in donor chart and gives it to the DSS for review. The chart is then given to the BYMDC Associate Medical Director for donor clearance.
- If donor is not approved, the Associate Medical Director will either order additional tests (approval pending results) or defer the donor.

### 23. REPEAT INFECTIOUS DISEASE MARKERS:

- If the WU is urgent, repeat IDMs are done at the time of PE. If the WU is a standard request, repeat IDMs are performed within 30 days of harvest date. Procedures followed are similar to CT requests described earlier. (the difference is a Form 50 filled out versus a Form 24).

### 24. TRAVEL ARRANGEMENTS FOR DONATION:

- DSC call Northwest Business Travel and arranges for early afternoon arrival the day before the harvest. The itinerary is faxed to the DSC for donor's chart. The tickets are mailed directly to the donor. DSC makes reservation at the Leavey Center and gets a confirmation number for the WU checklist. The donor arrives at least one day before the marrow harvest.

### 25. MARROW COURIER ARRANGEMENTS:

- The DSS gets a courier name from the BYMDC courier list and DSS passes the information to the DSC. The DSC calls the courier and goes over instructions for marrow transport. The DSC also gets the desired date/time of courier return and credit card information for the courier hotel reservation.
- DSC calls TC for courier instructions if not yet received. Information is faxed to BYMDC with copy to donor folder, copy to GUMC liaison, and copy to courier.
- DSC calls Northwest Business Travel and makes flight and hotel arrangements for courier (both primary and back up flights). Tickets are mailed directly to GUMC liaison to be given to courier on day of harvest. DSC gets faxed copy of itinerary and forwards a copy to the TC and the courier.

### 26. HARVEST AT GUMC:

- The charts used for the harvests are the same as those used for physicals. Additional forms must be included/added to the chart before the harvest: Courier Letter, Courier Release Form, and Form 50.
- It is the responsibility of the GUMC liaison to make sure all courier tickets have arrived at Georgetown and are in the chart on the day of harvest. The liaison must also have the donor chart and an NMDP® cooler prior to harvest.

## 27. PRE-ADMISSION APPOINTMENT:

- The liaison will meet the donor and companion in the lobby of the Leavey Center 2 to 2½ hours before the scheduled harvest time (OR time). The donor and companion are escorted to the AM Admit and the donor is registered. Additional paperwork is signed for GUMC.
- The liaison then takes the donor to the Same Day Surgery Area and finds a numbered waiting cubicle. The donor changes into hospital gown and slippers.
- The liaison gives the red chart from AM Admit to the nurses station and notifies them of the donor cubicle number. The nurse will draw 1-2 tubes of blood for typing and cross match. These tubes are transported to the blood bank to ensure that the auto unit(s) reach the OR prior to collection. It is the responsibility of the collection center (GUMC) to transport these tubes to the blood bank.
- If the TC needs peripheral blood samples to accompany the marrow have them drawn at this time. This information is determined by the liaison by looking at the marrow prescription form the day prior to the harvest and having the appropriate tubes labeled and ready. The peripheral blood tubes are to have a green label with both donor and recipient ID #s, date, collection time, and source indicated. The tubes are placed in the cooler and transported with the marrow.
- The donor will be given several consent forms to sign, one of which is the form to receive blood products. The liaison makes sure the donor receives the refusal to receive blood products form as well and informs the donor that the BYMDC Medical Director and Associate Medical Director recommend signing the refusal form. The liaison also has the donor and companion fill out the gourmet meal cards which will be turned in to the cashier's office before noon.
- The donor will be started on an IV and blood pressure is taken prior to going to the OR. The physician and/or the anesthesiologist will stop by and answer any last minute questions. It is the donor's choice as to which type of anesthesia they want (general or epidural/spinal). The liaison goes to change into hospital scrubs.

## 28. MARROW HARVEST:

- The liaison escorts the donor from the Same Day Surgery Area to the OR. The companion returns to the Leavey Center.
- Anesthesia is administered and the liaison begins the Form 60 - Donor Hospitalization Record. The procedure lasts from 20 to 90 minutes. When the collection is complete the Form 60 must be signed by the physician performing the procedure. A prescription for the donor is obtained from the physician for donor use after discharge. The liaison later takes this to the pharmacy to be filled.
- The liaison confirms the auto unit #, if any stored, prior to re-infusion. NO homologous blood is to be transfused unless a life and death situation. The liaison also confirms the volume of heparin, ACD-A, and RPMI in each marrow bag.
- Donor is brought to recovery. The liaison visits with donor briefly and tells donor that he/she is taking marrow to the processing lab to get it ready for transport. The liaison will meet up with donor once he/she has been assigned a room.

## 29. CELLULAR ENGINEERING LAB:

- The liaison takes the marrow from the OR to the cell bank in a cooler. The cell bank will let liaison know all pertinent information needed to complete the Form 60: final volume of marrow and media, volume of media, nucleated cell count, and peripheral white cell count.
- The liaison contacts the companion and lets him/her know the procedure is over and that they may see the donor once he/she has been assigned and moved to a room.
- The liaison labels and tags each marrow bag (there must be at least two) with brown tags/white labels. The volume of heparin, ACD-A, and RPMI must be put on the labels. All ID #s for the donor and recipient are checked and verified by the liaison and a lab technician. Verification signatures are required on the Form 60 and the white labels on the marrow bags. The liaison ensures that all blocks on the Form 60 are completed.
- Each marrow bag is placed into an individual zip lock bag. The marrow cooler is lined with a blue chux. The marrow and any tubes (peripheral blood and/or marrow) are placed in cooler.

## 30. COURIER

- The cooler must also contain the following: yellow copy of Form 50, pink copy of Form 60, marrow lab sheet from GUMC, latex gloves, and 2 copies of courier letter. The liaison signs the Marrow Out book and takes cooler at scheduled time

to the Lombardi Center lobby to meet the courier.

- The cooler transfer will take place in the liaison's office where numbers are verified and the courier receives tickets. The liaison escorts the courier to a cab and instructs the driver to the correct airport (Ronald Reagan Washington National or Dulles).

### 31. ROOM ASSIGNMENT:

- The liaison calls the GUMC BMT Patient Coordinator and obtains room assignment. The companion is called and a meeting time and location are set. Once the donor is in the room, the liaison meets the companion and escorts him/her to the donor.
- The liaison brings the donor a gift bag from the BYMDC and the prescription for after discharge. The liaison gives the donor the DSC's pager number and phone number to call if any problems arise.
- The liaison obtains the donor's HCT from the nurse and writes it in the donor chart. The liaison notifies the designated DSC that harvest is complete and donor is doing well. The DSC will also receive the room and telephone number of the donor.

### 32. ONE DAY POST-COLLECTION:

- The liaison calls and/or visits the donor to see how he/she is feeling. The DSC also calls the donor.
- The liaison visits donor and makes sure that hospital discharge goes well. Donor HCT at discharge is obtained and entered into donor chart. Donor goes back to Leavey Center.

### 33. TWO DAYS POST-DONATION:

- Donor checks out of Leavey Center. The liaison contacts donor to assure that everything is going as expected. Donor takes cab to the airport for flight home.
- The original Form 43 and Form 60 are sent to the BYMDC by the liaison within one week of harvest.

### 34. DONOR FOLLOW-UP POST-DONATION:

- DSC completes Form 70 within 72 hours of harvest and a copy is mailed to TC, SCU and NMDP® Registry.

- DSC completes Form 76 weekly until donor is asymptomatic. This form is transmitted via STARLink®. DSC calls donor daily for 3 days, weekly for 4 weeks, and monthly for 6 months.
- DSC informs donor of patient updates as available.
- DSC arranges for donor to have HCT and HgB checked 2 and 6 weeks post-donation. DSC sends HCT request form to donor, donor has sample drawn at base lab, and lab sends results to DSC. DSC reviews test results, informs the donor, and files form in donor's chart.
- Donor stays on iron replacement until HCT is within normal limits. DSC may need to consult with Associate Medical Director if HCT is not returning to normal.

### 35. SIX MONTHS POST-DONATION:

- If donor is not being followed for any complications, DSC disassembles chart and files by national ID# in cabinet.

REPORT DOCUMENTATION PAGE					Form Approved OMB No. 0704-0188	
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